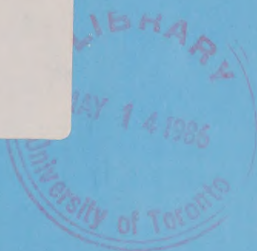


# WE'LL PAY YOU \$1.25 AN HOUR TO HIRE A YOUNG PERSON THIS SUMMER

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## THE SUMMER OF '86

*Summer jobs for Ontario students*



# Good reasons

**W**hy does the Ontario government subsidize the wages of young people during the summer?

First, the Ontario Youth Employment program creates new jobs that will help our young people develop useful work skills.

Second, it can allow you to increase production. And, it lets you scan fresh recruits for the future.

We have been careful to make the guidelines as clear and simple as possible. But every enterprise is different, each has its own special needs. You may be left with questions. These can be cleared up in either of two ways:

You can write us:

Ontario Youth Employment Program  
777 Bay Street, 12th Floor  
Toronto M5G 2E5

or call us toll free: 1-800-387-1290. (In the Toronto area, call 585-7399)

Use these same two routes to get your application form. But don't put off taking advantage of this useful program.

Please note:

*This booklet is prepared as a guide to understanding the main points of The Ontario Youth Employment Act, 1977, and the Regulations made each year under the Act. In all questions of interpretation, the terms of the Act and Regulations are definite.*

**SECTION I:**

# *The Ontario Youth Employment Program*

a) Program Period

The program begins April 14, 1986 and runs to October 18, 1986.

b) Rate of Grant

If your business or farm creates jobs for eligible young people, you get \$1.25 an hour subsidy. The subsidy lasts a maximum of 20 consecutive weeks of employment within the program period.

c) Eligible Employers

Private and non-profit business in Ontario are eligible provided they have been in operation when the program starts. If you're applying for more than one business location, each location must meet this requirement.

d) Ineligible Employers

i) Government Bodies

Federal, Provincial and Municipal Governments, their agencies, boards and commissions are not eligible.

ii) Publicly Funded Employment

The employee's wages may not be funded by any other government program or grant.

iii) Subsidies will not be paid for employees who work at another employer's location and for whom you receive a fee. Examples are temporary office help, maid services, security guards.

e) Eligible Jobs

i) To qualify, jobs must be in addition to your normal hiring needs during the program.

Indeed, the jobs would not exist without program funding.

ii) If a part-time job already exists, the hours must be raised according to the following chart:

<u>Existing part-time job*</u>	<u>To qualify as new full-time, raise to</u>	<u>OYEP pays Min.: Max.</u>
10 hours	At least 25 hours	25:40 hours
15 hours	At least 30 hours	30:40 hours
18 hours	At least 36 hours	36:40 hours
20-24 hours	At least 40 hours	:40 hours

Note: \*Any existing job of 25 hours per week or more is considered full-time and cannot qualify for subsidy.

No subsidy will be paid for employees who work less than 25 hours per week during the program period.

f) Extent of Grant

You may receive a grant for a minimum of 200 hours up to a maximum of 4,000 hours of employment for each business location. A separate application must be submitted for each location to qualify.

(Farmers: see Section II, (a) in this brochure.)

g) Maximum Jobs to be Created

No employer, including franchises and associated companies, can be approved for more than 50 jobs over all worksites.

h) Eligible Number of Hours and Weeks

Each employee hired under the program must work 25 hours per week, each week, for at least 8 consecutive weeks.

The maximum number of work hours per week is 40 for up to 20 consecutive weeks during the program period.

If an employee leaves the job before finishing the 8 week minimum, an eligible replacement must be hired within 4 weeks. The combined period of service will be considered a single job. However, two employees cannot work part-time at the same job to qualify.

(Farmers: see Section II (b) in this brochure.)

i) No Effect on Existing Employees

The employment must not result in the dismissal, lay-off or reduction in regular hours or period of work of any existing employees.

j) Minimum Wage

You must pay the provincial minimum wage according to the Ontario Employment Standards Act. If you're hiring for positions normally exempt from minimum wage requirements you're eligible if you pay at least the minimum wage. If you are taking advantage of minimum wage exemptions for these employees, they will not qualify for subsidy.

Exceptions:

- i) farm labour — (see Section II (c))
  - ii) students assisting in recreational programs of registered charities;
  - iii) students assisting at children's camps or in programs of child instruction or supervision.
- These employees must be paid at least \$1.25 per hour.

k) Eligible Employees

An employee must have reached the age of 15 and not yet reached the age of 25 by April 14, 1986.

It is your responsibility to see that employees hired are eligible under the terms of the program and meet the requirements of the Occupational Health and Safety Act, 1978 and Regulations.

Employees must be residents of and eligible to work in Ontario.

The employee to be hired under the program may not be related to the employer or any director or officer of the employer.

Employees hired to provide domestic services in a private home are not eligible.

Employees such as security guards, temporary office help and maid services whose services are contracted out to other persons/businesses who pay a fee to the contractor or agent are not eligible.

If you are in doubt about the eligibility of a job, please call the OYEP office at 1-800-387-1290.

**SECTION II:***Farmers*

Special note for Farmers: This section applies only to employers in the business of farming.

a) Extent of Grant

If you are an eligible farm employer you can get \$1.25 per hour subsidy as long as each youth hired works a minimum of 200 hours during the program period.

b) Eligible Number of Hours and Weeks

Farm employers are not restricted to claiming a limit of 40 hours per week, nor are they required to provide a minimum of 25 hours per week. A claim for eligible employees will be paid for a minimum of 200 hours employment for each youth up to the number of hours approved on the application. Accurate records of actual hours worked for each week must be retained by the employer.

If an employee leaves a job before completing the minimum 200 hours, an eligible replacement must be hired and their combined hours will be considered a single job. However, two employees working at the same time at the same job cannot be considered a single job unless each works the 200 hour minimum.

c) Minimum Wage

Farm employers are not required to pay the provincial minimum wage unless a person is employed in:

- landscape gardening;
- mushroom growing;
- the growing of flowers for the retail and wholesale trade;
- the growing, transporting and laying of sod;
- the growing of trees and shrubs for the wholesale and retail trade;
- the breeding and boarding of horses on a farm, or;

the keeping of fur-bearing animals as defined in the Fur Farms Act for propagation or the production of pelts for commercial purposes.

All the above employees must be paid the current provincial minimum hourly wage.

Special hourly wages are set for persons employed on a farm to harvest fruit, vegetables, or tobacco for market or storage. Those rates are:

- (i) \$3.00 an hour to an employee who is a student under 18 where the employment does not exceed 28 hours a week, or where the student is employed during a school holiday, and
- (ii) \$3.85 an hour to an employee other than an employee mentioned in clause (i).

(Minimum wage rates subject to change.)

Note: This section sets out revisions which apply to farm employers only. All other requirements set out in these guidelines must be met by all employers, including farmers.

### SECTION III:

## *How to Apply*

Applications or information may be obtained by writing or telephoning the program office. See page one of this brochure for mailing address and telephone number.

The application form must be completed, submitted and received by the program office before June 6, 1986.

Approval is not automatic; therefore, we advise you not to hire before your application is approved. Employers may incur expenses which will not be reimbursed if you hire an employee before receiving confirmation of approval.

Program funds are limited and may be fully committed before the application deadline of June 6, 1986.

Apply early and allow sufficient time for processing and mail delivery.

**SECTION IV:**

# *Submitting an Application*

While completing the application form, please note the following:

a) Employer Registration Number

All applications should contain an Employer's Registration Number. This number is allocated by Revenue Canada to each employer who is required to deduct Income Tax, Canada Pension contributions, and Unemployment Insurance premiums. It consists of three letters followed by six numbers. (i.e., ABC 12345 6)

If you cannot obtain this number immediately, submit your program application anyway, and forward your number as soon as possible. No subsidy payment can be made until your Employer's Registration Number is received.

b) Worksites and Branch Offices

Where employment is being offered at a worksite other than the head office, the address of the worksite should be given. If your company has branch offices, a separate application must be made for each branch, and co-ordinated through head office. No more than 50 positions in total will be approved.

c) Provincial Audit

Any employer who knowingly gives false or misleading information is liable, on summary conviction, to a fine. It is also an offence under the Criminal Code to receive a grant on the basis of either false information or an application containing false information.

All the information given in connection with an application or claim is subject to audit by the province.

**SECTION V:***Confirmation  
of Approval*

In order to allow as many businesses as possible to benefit from the program, preference will be given to employers who are applying for the first time.

You are not a participant in this program until written confirmation is received from the Ministry of Skills Development, that your application has been approved. **WARNING:** Do not hire before approval.

After your application has been approved, you may proceed to hire eligible employees.

The number of hours paid cannot exceed the hours approved on the application.

It is your responsibility to ensure that the employees hired are eligible. If in doubt about the eligibility of an employee, or your eligibility as an employer, please call the OYEP office at 1-800-387-1290.

If the original employee leaves without completing the minimum 8 consecutive weeks employment period, replacements must be hired within 4 weeks.

**SECTION VI:**

# *Submitting your Claim*

All employers whose applications are approved will receive a 1986 claim form. This must be completed and submitted by January 31, 1987.

Submit your claim form to the Ministry as soon as possible on completion of the employee's work period for prompt payment.

These forms must be completed accurately indicating that all program requirements have been met. Claim forms must reflect actual hours worked by the employee.

You must retain proper records for claim and audit purposes. These should include time record cards reflecting hours worked per week by each employee, as well as actual wages paid. If wages are paid in cash rather than cheques, signed receipts for payment should be kept on file. Where payment is normally based on piece-work or wage plus commission, it is your responsibility to maintain records of actual hours worked, otherwise no payment may be made.

Employers who have outstanding invoices for prior year audits may not receive payment on current years claims.

If you have not supplied the program office with your Revenue Canada Employer Registration Number prior to submitting your claim, you may not receive payment.

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Ministry of  
Skills Development  
Gregory Sorbara  
Minister